

CITY OF BRANSON
INSTRUCTIONS FOR ORIGINAL LIQUOR LICENSE APPLICATION

- 1. All questions on application must be fully answered and application must be notarized.**
- 2. The following documentation must accompany the completed application:**
 - a. If a Corporation, Limited Liability Corporation (LLC), or Limited Partnership attach:
 - (1) A copy of a Certificate of Good Standing from the Missouri Secretary of State
 - (2) A copy of Articles of Incorporation or Organization as required by the state
 - (3) Letter of authorization on company letterhead designating an individual as the local Managing Officer and duties for the Branson business for which the Liquor License is being applied for;
 - b. A current city business license or a completed city business license application;
 - c. Non-refundable application processing fee.
- 3. The following must occur before the City of Branson will provide a Letter of Intent to the applicant to submit to the Mo. Division of Alcohol and Tobacco Control to begin the State licensing process:**
 - a. Approval of the application by the Taney County Health Department;
 - b. Approval of the application by the City of Branson's Planning and Zoning Department;
 - c. Approval of the application by the City of Branson's Police Department;
 - d. Receipt of Missouri State Highway Patrol Background Reports for each person in Section I and II of the enclosed application dated within 60 days of application date;
 - e. Review and approval of the application by the liquor control specialist;
 - f. Payment to the City finance department for all taxes due the city (including any penalties & interest) and for any services (i.e. water, sewer) provided by the City;
 - g. Copy of most recent year's paid business personal property tax receipt for the business, managing officer, owner, member, and each partner;
 - h. Copy of county voter registration cards or certificates for each person listed in Sections 1 and 2;
 - i. Two passport size photographs of the Managing Officer (two color copies of drivers license is acceptable).
 - j. A color copy of a Missouri driver's license of the managing officer.
- 4. The following items must be submitted to the City after the Letter of Intent has been issued and after State Liquor license approval before the City liquor license will be issued:**
 - a. Current "Certificate of no sales tax due" issued by Missouri Dept. of Revenue for the business dated within 45 days of state Date of Liquor License Issuance date;
 - b. Payment to the City finance department for all Tourism taxes due the city (including any penalties & interest) and for any services (i.e. water, sewer) provided by the City;
 - c. Copy of the State Liquor License when issued by the Division of Alcohol and Tobacco Control;
 - d. Payment of the Liquor License fees to the City of Branson which is 1 ½ times the amount shown on the State Liquor Licenses.

CITY DATE STAMP – APPLICATION
RECEIVED DATE

CITY OF BRANSON
LIQUOR LICENSE APPLICATION

(Application must be typed or printed in black ink)

LICENSEE'S NAME (Legal Name) _____ APPLICATION DATE _____
DOING BUSINESS AS _____ BUS. PHONE # _____
STREET ADDRESS _____ CITY _____ ZIP _____
MAILING ADDRESS _____ CITY _____ ZIP _____
ORGANIZATION TYPE: _____ SOLE PROPRIETOR _____ PARTNERSHIP _____ CORP. (Non-LLC) _____ CORP. (LLC) _____
Person to contact regarding completion of this application _____ Phone # _____
E-mail address _____

1. LOCAL MANAGING OFFICER (Individual who is actively involved in the business and will insure compliance with liquor laws)

Full Name _____ SSN _____ Date of Birth _____
Place of Birth _____ Cell Phone _____ Home Phone # _____
E-mail _____ Driver's License # _____ State _____
Current Residence _____ City _____ Zip _____ How Long? _____
Previous Residence _____ City _____ Zip _____ How Long? _____
Prior Residence _____ City _____ Zip _____ How Long? _____
Date Admitted for Citizenship (if naturalized) _____ Court Name _____ City _____
Registered to Vote in CITY or TOWNSHIP: _____ County _____ State _____

Current Employer _____ Address _____ Date Employed _____
Previous Employer _____ Address _____ Date Employed _____

Managing Officer's Business Mailing Address _____

Are you currently involved in the day-to-day management of the licensed business location? _____

Convicted of Felony? _____ If Yes, provide details _____

Prohibited from holding license? _____

Ever arrested and found guilty for an offense for which you served jail time, received a suspended sentence, or were placed on probation? _____ If yes, provide details, location and approximate dates _____

2. (a) FOR PARTNERSHIPS & SOLE PROPRIETORSHIPS - LIST OF ALL PARTNERS & OWNERS and ANY OTHER PERSON WHO HAS A FINANCIAL INTEREST IN THE BUSINESS

	NAME (Include Middle Initial)	RESIDENTIAL STREET ADDRESS	STATE	ZIP	FELONY CONVICTION (yes/no)	BIRTH DATE	% OWNED	DRIVERS LICENSE (State & Number)
A								
B								
C								
D								

(b) FOR CORPORATIONS & LLC's - LIST OF ALL MEMBERS, OFFICERS, and STOCKHOLDERS WITH OVER 10% OWNERSHIP & ANY OTHER PERSON WHO WILL PLAY A SENIOR MANAGEMENT ROLE AT THE BRANSON LOCATION (attach sheet if insufficient space is provided below)

	ROLE	NAME (Include Middle Initial)	RESIDENTIAL STREET ADDRESS	ZIP	FELONY CONVICTION (yes/no)	BIRTH DATE	% OWNED	DRIVERS LICENSE (State & Number)
A	President							
B	VP							
C	Secretary							
D	Treasurer							
E	Member							
F	Member							
G								
H	Local GM							

3. Felony conviction details including location and date for any individual listed in item #2 above _____

4. Has anyone listed in item #2a or 2b ever been arrested and found guilty for an offense for which jail time was served, suspended sentence received, or was placed on probation? ____ If yes, provide name, details, location and dates

5. Incorporation/Organization Date _____ Incorporation/Organization State _____

6. Amount of Paid In Capital _____ Amount of Authorized Capital _____

7. Number of Feet to Nearest Church or School _____ Name of School or Church _____

8. Does any distiller, wholesaler, winemaker, brewer, supplier of gambling devices or any of their employees, officers, or agents have any financial interest in the Liquor License of this applicant? ____ If yes, who and what interest? _____

9. Is any distiller, wholesaler, winemaker, brewer, supplier of gambling devices or any of their employees, officers, or agents providing or loaning equipment, money, credit, or property of any type? ____ If yes, who and what? _____

10. Name (s) of any silent partner(s) not listed in #2 above _____

11. Is or has the Managing Officer ever been the Managing Officer for any other liquor licensed business? ____
 If yes, provide the business name and city _____

12.Has the Managing Officer ever been associated with a business whose liquor license has been suspended, revoked, fined, or placed on probation by the state, county, or city? ____ If yes, provide details _____

13.Has anyone listed in Section #2 been associated with the management of a business whose liquor license has been suspended, revoked, fined, or placed on probation by the state, county, or city? ____ If yes, provide individual's name, business name, city and details _____

14.Has anyone listed in Section #2 or any member of his/her immediate family or household ever made application for a liquor license which was denied by the State, County, or City? ____ If yes, provide details _____

15.If a LLC or corporation, has a liquor license associated with the LLC or corporation ever been suspended, revoked, fined, or placed on probation by the state, county, or city? ____ If yes, provide details _____

16.Specify if the premises to be licensed is owned, rented, or leased? _____

17.State agreement length if rented or leased including renewal options _____

18.Name of landlord _____ Address _____ Telephone _____

19.What interest (if any) does the landlord have in the business? _____

20.Is this a change of ownership of an existing liquor licensed facility? ____ If yes, provide the name of the business being acquired _____ Ownership Change Date _____

21.Is any nude or semi-nude entertainment planned to be conducted on the premises? _____

22.Describe entertainment (if any) to be held on the premises _____

23.Are any games of chance to be installed on the premises? ____ If yes, explain _____

24.Juke boxes? ____ Pool Tables? ____ Pinball Machines? ____ Video Games? ____ Stage Contests? ____

25.Does or will the business have a cover-charge for admission? ____ Customer dancing? _____

26. ESTIMATED ANNUAL SALES:

First year prepared food sales (if any) _____

First year estimated alcoholic beverages sales _____

27. Provide information on required employee alcohol education attendance. Employees & contracted labor associated with liquor sales must attend an approved training session within **2 months of hire date** and **every 2 years thereafter**. All employees currently employed that are associated with alcohol sales, management, and serving are to be listed below. List both those who have had training and those who have not received training.

	EMPLOYEE NAME	TITLE OR ROLE (i.e. cashier, server, manager, bartender)	HIRE DATE (Mo/Day/Yr)	TERM. DATE (Mo/Day/Yr)	DATE OF LAST ALCOHOL TRAINING TAKEN (Mo/Day/Yr)	NAME OF TRAINING PROVIDED (CPO, SMART, Approved In- house)
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CPO – Community Partnership of Ozarks conducted class at Branson city hall

SMART – U. of Missouri on-line class

28. PROVIDE A BRIEF ONE SENTENCE DESCRIPTION OF AREA TO BE LICENSED (the Premises) INCLUDING ANY FENCED ATTACHED PATIO AREA. If the area to be licensed is under construction also attach a one page schematic showing approximate dimensions and location of equipment and fixtures to be installed including the location of stored liquor inventory.

29. TYPE of CITY LIQUOR LICENSE(S) APPLYING FOR (please mark – State of Mo. costs are listed):

PACKAGE LIQUOR LICENSE TYPES

_____ **Sale of 5% Malt Liquor (Beer) in Original Package including Sunday** (restricted to 3 licenses) – must have a minimum of \$5,000 in annual liquor sales to retain license - \$50.

_____ **Sale of Intoxicating Liquor in the Original Package** in convenience stores (gasoline, groceries, food) with a minimum of 600 square feet of restaurant seating area (restricted to 3 licenses) – must have a minimum of \$5,000 in annualized liquor sales to retain license - \$100.

_____ **Sale of Intoxicating Liquor in the Original Package** in establishments of less than 20,000 square feet (restricted to 17 licenses) – must have a minimum of \$5,000 in annualized liquor sales to retain license - \$100.

_____ **Sale of Intoxicating Liquor in the Original Package** in establishments of more than 20,000 square feet (no license number restriction) – must have a minimum of \$5,000 in annualized liquor sales to retain license - \$100.

_____ **Sale of Intoxicating Liquor in the Original Package – SUNDAY** - \$200.

CONSUMPTION ON THE PREMISES LICENSE TYPES

_____ **5% Malt Liquor (Beer only) by the Drink including Sunday** (restricted to 4 licenses) – must be a restaurant with \$200,000 in annual food sales or a minimum of 50% of sales from prepared foods - \$50.

_____ **Six Day 5% Beer – Light Wine by the Drink** (no license number restriction) – must be a restaurant with \$200,000 in annual food sales or a minimum of 50% of sales from prepared foods to retain license - \$50.

_____ **Retail Liquor by the Drink – Restaurant/Bar** (no license number restriction) – must be a restaurant with \$200,000 in annual food sales or a minimum of 50% of sales from prepared foods to retain license – licensed to sell beer, wine, and mixed drinks - \$300.

_____ **Retail Liquor by the Drink – Resort** (no license number restriction) – must be a restaurant associated with a property having 30+ rental rooms for transients with 60% of restaurant sales from prepared foods or no less than \$75,000 in restaurant annual sales of which \$50,000 is from non-alcoholic sales - \$300.

_____ **Commercial Boat Liquor by the Drink** (no license restriction) – boat must be authorized by the U.S. Coast Guard for 100+ passengers. Licensed to sell beer, wine, and mixed drinks - \$300.

_____ **Microbrewery Liquor by the Drink** (no license number restriction)

_____ **Retail Liquor by the Drink – SUNDAY** (Must also specify one other license type above.) - \$200.

OTHER LICENSE TYPES

_____ Other License Type (Please Specify) _____

30. COSTS:

ORIGINAL APPLICATION PROCESSING FEE - \$250

SUNDAY APPLICATION PROCESSING FEE - \$50

In addition to application processing fees, Branson's liquor license fees costs one and a half (1.5) times the fees charged by the State of Missouri and are to be paid when a copy of the state liquor license is provided by the applicant to the City's finance department. The city liquor license is not issued until all fees, water bills, and tourism taxes are paid current. The City of Branson will issue the applicant a "Letter of Intent" to be provided to Missouri's Division of Liquor Control once a background check and a preliminary review of the application is completed. Application fees are non-refundable.

31. MANAGING OFFICER RESPONSIBILITIES and CERTIFICATION:

I, as the Managing Officer, to the best of my ability, have determined that all answers on this application are true and accurate. On behalf of the business, I acknowledge and agree to the following as a condition of obtaining and retaining a liquor license:

- a. I will report any change in the managing officer, change in ownership, change in location, and any felony conviction within 10 working days to the city's Finance Department;
- b. I understand that if any answers made herein are false, the liquor license may be revoked or suspended and the license holder may also be fined or disciplined in some other way;
- c. I agree to have the licensed establishment abide by the provisions of Chapter 311 & 312, RsMo State Statutes, the Rules & Regulations of the Mo. Div. of Alcohol and Tobacco Control, and Section 10 of the Branson Municipal Code pertaining to alcohol sales and related conduct;
- d. I will insure that all servers, bartenders, supervisory personnel, and cashiers take a city approved "Responsible Alcohol Selling" class within 60 days of hire date and every two years thereafter;
- e. I will allow the Finance Director or his/her designee to examine and make copies of any and all business records or documents related in any way to this business;
- f. I understand that my liquor license may be revoked if my business is closed for business (have no sales to the general public) for a continuous period of 90 calendar days;
- g. As the named Managing Officer herein, I am an employee of the business and am actively involved in the day-to-day management of the Branson licensed location;
- h. I agree to immediately stop selling alcoholic beverages and remove all liquor products from my business location if I am not successful in renewing my city liquor license by June 30; and
- i. I acknowledge by my signature below that I accept responsibility for service of any citation issued by the city for violation of any provision of city code Section 10 (alcohol sales and related conduct).

I, _____, of lawful age, being first duly sworn upon

(TYPE OR PRINT NAME OF MANAGING OFFICER)

my oath, depose and say that I have read this application and fully understand same and that I know the contents thereof and the answers and statements contained therein and that the same are true.

Managing Officer Signature _____

Name of Business _____

NOTARY PUBLIC

State _____

Subscribed & sworn to before me this _____ day of _____.

Notary Public Signature _____

Notary Public Name (Printed) _____

My Commission Expires _____